Top Ten Reports for 4th Estate Defense Agencies
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1. DAU Open Seat Report

Report Description:

The DAU Open Seat Report summarizes enrollment information for all DAU resident offerings for the fiscal year. This information can be used to determine which class offerings still have seats available in them. For convenience, this report is organized into tabs to view classes at start within 30, 60, 90, or 90+ days from the start date. This report is distributed via email on a recurring basis as specified by the user. To subscribe to this report please follow the instructions on the right.

Report Source: ATRRS – EPM² *

Report Format: Microsoft Excel

Report Type: Subscription

Key Metrics:

- # of Seats Available in a Class (Column O)

How to subscribe:

- Go to: https://www.atrrs.army.mil/channels/epm2
- Click on 'DAU Open Seat' which appears in the listing of Predefined Reports
- Fill in the information requested for the subscription profile
- Next you will need to set up a schedule upon which you would like to report to be delivered to you. A listing of possible delivery days is posted in the center of the screen. Check off the days upon which you would like the report to be delivered to you.
- Click 'Add Subscription' to complete the process

* EPM² - Efficiency Performance Management Module

Report Description:

This report provides a listing of students approved as reservations whose travel was identified as not being the cost effective location (CEL).

How to use the report:

- Identify which students work for your organization by sorting the table based on Subquota Source (Column W labeled 'Current SQS). For a listing of subquota sources please refer to Appendix A.
- Next determine which students have the highest excess travel costs by looking in Column X 'Excess Travel Costs'
- In cases where excess travel cost is high, alternate training options such as class moves or substitutions should be considered.

Report Source: ATRRS – EPM²

Report Format: Microsoft Excel

Report Type: Subscription

Key Information on the Report:

- Component Subquota Source (Col. W)
- Student Selected City (Col H.)
- System Selected City (Col. AC)
- Excess travel cost - the difference in cost between the student selected city and the system selected city (Col. Z)
- Site Justification/Description (Col. AJ and AK)

How to subscribe:

- Go to: https://www.atrrs.army.mil/channels/epm2
- Click on 'DAU Non CEL Listing' which appears in the listing of Predefined Reports
- Fill in the information requested for the subscription profile
- Next you will need to set up a schedule upon which you would like to report to be delivered to you. A listing of possible delivery days is posted in the center of the screen. Check off the days upon which you would like the report to be delivered to you.
- In Step 3 Select 'Reservations Only'

Report Description:

This report provides a listing of all applications for students within your Agency.

approved as waits whose travel was identified as not being the cost effective location (CEL).

How to use the report:

This report can be used to review and report on applications for all students within your Agency.

The data can be created for all DAU courses, or any single DAU course.

Report Source: ACQTAS Registrar Menu.

Key Information on the Report:

- Reservations; Pending applications; Waits; Cancelled applications; Disapproved applications; No Shows; Graduations.

How to access this report:

- Log into the ACQTAS Quota Manager function.
- Select "DAU Registration Report" from the Report section on the Main menu.
- Select the FY, the Month/Quarter in Step One.
- Select the desired Organizations in Step Two.
- Select the desired Course in Step Three.
- Select the search criteria in Step Five (All, Reservation, Pending, Waits, Cancelled, Disapproved, No Shows, Graduated).
- Select "Submit" in Step Five.
- Review results on the web page, or download results to Excel for data modification or reporting purposes.

Report Description:

This tool allows Quota Managers to identify the most cost effective location for a student to attend training. Student must already have a reservation or wait in the course to use this tool.

Key Information on the Report:
- Estimated Total Cost (as calculated by the CEL module)
- Cost breakdown feature which shows how CEL calculation was derived
- Seats Available (Yes/No)

Report Source: ATRRS

Report Type: On Demand

How to obtain this report:
- Go to:
https://www.atrrs.army.mil/channels/daucel
- Enter SSN of a Student
- Select a course from the from down listing

Recommended Uses for this tool:
- Use this tool in conjunction with the information contained in the non-CEL reports (see reports #2 and #3 on in this listing) to determine potential cost savings
- If the column labeled 'Seats' is marked 'Yes' then the Open Seats Report (see report #1) can be used to identify specific classes at the cost effective location

Report Description:

This report provides a real-time schedule for DAU courses and detailed information regarding DAU class schedules.

Report Source: DAU Website

How to obtain this report:

- Go to: http://www.dau.mil/schedules/schedule.asp.

- Scroll down and click on the 3 letter course abbreviation to select the Career Field (click through the Information page by clicking "Continue", if it appears).

- Next, click on the course number to show the DAU class schedule.

- All classes scheduled for the current FY, and if available, the next FY, will be displayed.

- The initial sort is by start date, but the report can be sorted by clicking on any of the column headers.

Report Description:

The low fill report shows all DAU courses that take place within the next 30, 60, 90 and 120 days that do not meet class enrollment minimums (usually set at 24 or 30 students)

Key Information on the Report:

- Capacity for the course
- # of reservations for the course
- Difference between numbers above which represents seat availability

Report Source: Provided by DAU (PRM)

Report Format: Microsoft Excel

Report Type: Subscription

How to subscribe:

- Contact doddacmquotas@asmr.com and request to be put on the distribution listing

Report Description:

This report shows historic quota utilization by course over a 4 year period. For each fiscal year the number of reservations, inputs, and graduates is broken out by course.

Key Information on the Report:

- Overall utilization statistics for each fiscal year
- Quota Utilization statistics for high demand courses

Report Source: DAU Data Mart (Informatica)

Report Format: Microsoft Excel

Report Type: Subscription

How to subscribe:
- Send an email to jonathan.higgins@dau.mil requesting this report and identify the schedule upon which you would like to have it emailed to you.
- Report will be customized to your agency.

8. Defense Agency Course Statistics Report

Report Description:

This report shows a breakout of reservations, waits, inputs, no-shows , and graduates . This report can be customized to show data from any timeframe.

Key Information on the Report:

- Quota utilization statistics for each fiscal year
- Quota Utilization statistics for high demand courses
- Number of no-shows

Report Source:

 - Data-on-Demand

Report Type: On Demand

How to obtain this report:

- Go to: https://www.atrrs.army.mil/channels/dataondemand/
- Click the gold tab labeled 'DoD' near the top of the screen
- Click on the link 'Dept. of Defense Agency Course Stats'
- On next screen complete step 1 by choosing between viewing an interactive report or requesting the report in Microsoft Excel format by email; then click Submit
- Follow the prompts in Step 1-4 to obtain the customized report that you would like.
  - For example, to view a report that showed all of the DCMA course statistics in 4th Quarter FY05 go through the steps as follows:
  - Step 1: Choose to create a report with a Custom Date Period (left side of screen) or Prebuilt Date Period (right side of screen).
  - Steps 2 (and 3):
    - For Custom Date Period (left side)
      - Select July 1, 2007 for the start date in step 2
      - Select Sept 30, 2007 for the start date in step 3
    - For Prebuilt Date Period
      - Select 'Fiscal 4th Quarter' for the time period and '2007' for the fiscal year
- Step 4 – Select your component from the drop down

Report Description:

This report shows the number of applications processed by an agency over a specified period of time.

Purpose of Report:
- Provides useful metrics for creating briefings for management or estimating agency workload

Key Information on the Report:
- Number of applications approved
- Number of applications disapproved
- Number of cancellations
- Number of waits

Report Source:

Data on Demand

How to obtain this report:
- Go to: https://www.atrrs.army.mil/channels/dataondemand/
- Click the gold tab labeled 'DoD' near the top of the screen
- Click on the link 'Dept. of Defense Application Stats'
- On next screen complete step 1 by choosing between viewing an interactive report (recommended) or requesting the report in Microsoft Excel format by email; then click Submit
- Follow the prompts in Step 1-4 to obtain the customized report that you would like.
    - For example, If I wanted to view a report that showed all of the DCMA course statistics in 4th Quarter FY 07 I would go through the steps as follows:
    - Step 1: Choose to create a report with a Custom Date Period (left side of screen) or Prebuilt Date Period (right side of screen).
    - Steps 2 (and 3):
        - For Custom Date Period (left side)
            - Select July 1, 2007 for the start date in step 2
            - Select Sept 30, 2007 for the start date in step 3
        - For Prebuilt Date Period
            - Select 'Fiscal 4th Quarter' for the time period and '2007' for the fiscal year
    - Step 4 – Select to view the stats by agency by clicking

Report Description:

This report shows a listing of applications that are pending approval from supervisors or training coordinators.

Key Information on the Report:
- Application information (name, course, class)
- POC Email – shows email of POC that needs to approve application
- Number of days pending

Report Source:

ACQTAS

Report Type: On Demand

How to obtain this report:
- Go to ACQTAS as a Quota Manager: https://www.atrrs.army.mil/channels/acqtas/qmdefault.asp
- Log into the system and Click on the link 'View Supervisor/Training Coordinator Pending Applications' on the left hand side of the screen

Recommended Uses of this Report:
- Check to see if there are visible errors in supervisor email address
- In cases where approval has been significantly delayed click on the green 'R' that appears to the left of the student's name to take action on the application
  - Click on 'Send Message' in the pop-up window to resend the email to the approving official
  - See instruction in the left hand side of the pop-up window and approve on the behalf of the supervisor/training coordinator
    - The text in this window will contain step-by-step instructions for approving the students application

Appendix A – ATRRS Subquota Sources (SQS)

Component	SQS
BTA	BT
DAU	K8
DCAA	KK
DCMA	7A
DECA	GR
DFAS	KZ
DIA	KQ
DISA	KP
DLA	KN
DODEA	KY
DODIG	KC
DTRA	KG
MDA	6C
NDU	KS
NGA	KL
NSA	LS
SOCOM	HN
WHS	K5